



Report to the Auburn Urban Development Authority

Action Item

Agenda Item No. 2

City Manager's Approval

To: Chair and Authority Board Members
From: Reg Murray, Senior Planner
Date: April 27, 2009
Subject: Professional Services Agreement – Stuart & Graham (Affordable Housing Consulting Services)

The Issue

Shall the Auburn Urban Development Authority ("Authority") enter into a professional services agreement with Stuart & Graham to provide affordable housing consulting services?

Conclusions and Recommendations

Staff recommends that the Authority take the following action:

- A. By Resolution, authorize the Community Development Director to execute a Professional Services Agreement for affordable housing consulting services between the Auburn Urban Development Authority and Stuart & Graham.

Background

The Community Development Department is responsible for carrying out a variety of functions, including the policies and programs identified in the Housing Element, the Redevelopment Plan, and the Housing Implementation Plan. Staff does not have the housing expertise and manpower to move forward the programs required by the State. With the adoption of the 2003-2008 Housing Element, the City recognized a need for a housing coordinator to assist staff with housing related activities (Policy S). Accordingly, in June, 2006 the City contracted with the firm of Stuart and Graham to provide housing consulting services. Since that time, Stuart and Graham have assisted the City with a variety of tasks, including HOME monitoring, CDBG Housing Rehabilitation application, and assistance with the redevelopment plan. Under separate contract, Stuart and Graham also prepared the 2008-2013 Housing Element update that was adopted by the City in December, 2008.

The existing contract for Stuart and Graham is currently expired. Staff is requesting the City's consideration of the attached agreement to continue their services (Exhibit A). The term of the contract is three (3) years and the scope of services is attached to the agreement. Adoption of a new contract will allow staff to continue with the implementation of the policies and programs identified with the 2008 Housing Element.

Stuart and Graham have a good working relationship with Staff and their prior work provides them with a familiarity with the City that will enhance their ability to provide services to the City in a timely manner. A copy of the Resolution, professional services agreement, and scope of services is attached for review (Exhibit A).

Alternatives Available; Implications of Alternatives

1. Approve the consulting services contracts.
2. Direct staff to seek additional proposals.

Fiscal Impact & Budget Reference

Consultant services will be provided at an hourly rate not to exceed \$90 per hour.

The contract will be funded by the Auburn Urban Development Authority (Redevelopment) Fund, Professional/Contractual Services.

FY 2008-09 Adopted Operating Budget, page 71.

Additional Information

1. Resolution with attached contract and scope of services for Stuart & Graham

cd:/City Council/Reports/Stuart&Graham Housing Consulting.CCreport1

EXHIBIT A

RESOLUTION NO. 09-

RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT
WITH STUART & GRAHAM

THE AUBURN URBAN DEVELOPMENT AUTHORITY OF THE CITY OF AUBURN
DOES HEREBY RESOLVE:

That the Auburn Urban Development Authority ("Authority") of the City of Auburn does hereby approve a Professional Services Agreement between Carol Stuart and Robin Graham (Stuart & Graham) and the Authority to provide affordable housing consulting services in carrying out policies and programs identified in the Housing Element, Redevelopment Implementation Plan, and Housing Implementation Plan.

The Community Development Director is hereby authorized and directed to execute said Professional Services Agreement on behalf of the Authority.

DATED: April 27, 2009

J.M. HOLMES, Authority Chair

ATTEST:

Joseph G. R. Labrie, Secretary

I, Joseph G. R. Labrie, Secretary for the Auburn Urban Development Authority of the City of Auburn, hereby certify that the foregoing resolution was duly passed at a regular meeting of the Authority held on the 27th day of April, 2009 by the following vote on roll call:

Ayes:

Noes:

Absent:

Joseph G. R. Labrie, Secretary

PROFESSIONAL SERVICES AGREEMENT
(City of Auburn / Stuart & Graham)

1. IDENTIFICATION

THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement") is entered into by and between the City of Auburn a California municipal corporation ("City") and Stuart & Graham ("Consultant").

2. RECITALS

- 2.1 City has determined that it requires the following professional services from a consultant: **AFFORDABLE HOUSING CONSULTING SERVICES**
- 2.2 Consultant represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education and expertise of its principals and employees. Consultant further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, City and Consultant agree as follows:

3. DEFINITIONS

- 3.1 "Scope of Services": Such professional services as are set forth in Consultant's proposal to City attached hereto as Exhibit A and incorporated herein by this reference.
- 3.2 "Approved Fee Schedule": Such compensation rates as are set forth in Consultant's proposal to City attached hereto as Exhibit A and incorporated herein by this reference.
- 3.3 "Commencement Date": April 28, 2009
- 3.4 "Expiration Date": April 28, 2012

4. TERM

The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall expire at 11:59 p.m. on the Expiration Date unless extended by written agreement of the parties or terminated earlier in accordance with Section 17 ("Termination") below.

5. CONSULTANT'S SERVICES

- 5.1 Consultant shall perform the services identified in the Scope of Services. City shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties shall be incorporated by written amendment to this Agreement.

- 5.2 Consultant shall bill for services rendered in performance of this agreement in accordance with the rate schedule set forth in Exhibit A attached hereto. The rate schedule set forth therein shall be in full force and effect during the performance of this agreement unless City agrees, in writing, to amend said rates or amount of compensation. Consultant shall submit monthly bills to City for services rendered pursuant to this agreement. Payment for said services shall be made only upon review and approval by City.
- 5.3 Consultant shall obtain a City business license prior to commencing performance under this Agreement.
- 5.4 Consultant shall perform all work to the highest professional standards of Consultant's profession and in a manner reasonably satisfactory to City. Consultant shall comply with all applicable federal, state and local laws and regulations, including the conflict of interest provisions of Government Code Section 1090 and the Political Reform Act (Government Code Section 81000 *et seq.*).
- 5.5 During the term of this Agreement, Consultant shall not perform any work for another person or entity for whom Consultant was not working at the Commencement Date if both (i) such work would require Consultant to abstain from a decision under this Agreement pursuant to a conflict of interest statute and (ii) City has not consented in writing to Consultant's performance of such work.
- 5.6 Consultant represents that it has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. Adrienne Graham shall be Consultant's project administrator and shall have direct responsibility for management of Consultant's performance under this Agreement. No change shall be made in Consultant's project administrator without City's prior written consent.

6. **COMPENSATION**

- 6.1 City agrees to compensate Consultant for the services provided under this Agreement, and Consultant agrees to accept in full satisfaction for such services, payment in accordance with the Approved Fee Schedule.
- 6.2 Consultant shall submit to City an invoice, on a monthly basis or less frequently, for the services performed pursuant to this Agreement. Each invoice shall itemize the services rendered during the billing period and the amount due. City shall not withhold applicable taxes or other authorized deductions from payments made to Consultant.

- 6.3 Payments for any services requested by City and not included in the Scope of Services shall be made to Consultant by City on a time-and-materials basis using Consultant's standard fee schedule. Consultant shall be entitled to increase the fees in this fee schedule at such time as it increases its fees for its clients generally; provided, however, in no event shall Consultant be entitled to increase fees for services rendered before the thirtieth day after Consultant notifies City in writing of an increase in that fee schedule.

7. OWNERSHIP OF WRITTEN PRODUCTS

All reports, documents or other written material ("written products" herein) developed by Consultant in the performance of this Agreement shall be and remain the property of City without restriction or limitation upon its use or dissemination by City. Consultant may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by Consultant.

8. RELATIONSHIP OF PARTIES

Consultant is, and shall at all times remain as to City, a wholly independent contractor. Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not represent that it is, or that any of its agents or employees are, in any manner employees of City.

9. CONFIDENTIALITY

All data, documents, discussion, or other information developed or received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Consultant without prior written consent by City. City shall grant such consent if disclosure is legally required. Upon request, all City data shall be returned to City upon the termination or expiration of this Agreement.

10. INDEMNIFICATION

- 10.1 The parties agree that City, its officers, agents, employees and volunteers should, to the fullest extent permitted by law, be protected from any and all loss, injury, damage, claim, lawsuit, cost, expense, attorneys' fees, litigation costs, or any other cost arising out of or in any way related to the performance of this Agreement. Accordingly, the provisions of this indemnity provision are intended by the parties to be interpreted and construed to provide the City with the fullest protection possible under the law. Consultant acknowledges that City would not enter into this Agreement in the absence of Consultant's commitment to indemnify and protect City as set forth herein.

- 10.2 To the fullest extent permitted by law, Consultant shall indemnify, hold harmless and defend City, its officers, agents, employees and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property resulting from any alleged intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of Consultant or any of its officers, employees, servants, agents, or subcontractors in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of City's choice.
- 10.3 City shall have the right to offset against any compensation due Consultant under this Agreement any amount due City from Consultant as a result of Consultant's failure to pay City promptly any indemnification arising under this Section 10 and any amount due City from Consultant arising from Consultant's failure either to (i) pay taxes on amounts received pursuant to this Agreement or (ii) comply with applicable workers' compensation laws.
- 10.4 The obligations of Consultant under this Section 10 are not limited by the provisions of any workers' compensation act or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to City, its officers, agents, employees and volunteers.
- 10.5 Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 10 from each and every subcontractor or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. In the event Consultant fails to obtain such indemnity obligations from others as required herein, Consultant agrees to be fully responsible and indemnify, hold harmless and defend City, its officers, agents, employees and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property resulting from any alleged intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of Consultant's subcontractors or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of City's choice.
- 10.6 City does not, and shall not, waive any rights that it may possess against Consultant because of the acceptance by City, or the deposit with City, of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

11. INSURANCE

- 11.1 During the term of this Agreement, Consultant shall carry, maintain, and keep in

full force and effect insurance against claims for death or injuries to persons or damages to property that may arise from or in connection with Consultant's performance of this Agreement. Such insurance shall be of the types and in the amounts as set forth below:

- 11.1.1 Comprehensive General Liability Insurance with coverage limits of not less than One Million Dollars (\$1,000,000) including products and operations hazard, contractual insurance, broad form property damage, independent consultants, personal injury, underground hazard, and explosion and collapse hazard where applicable.
- 11.1.2 Automobile Liability Insurance for vehicles used in connection with the performance of this Agreement with minimum limits of Five Hundred Thousand Dollars (\$500,000) per claimant and Five Hundred Thousand Dollars (\$500,000) per incident.
- 11.1.3 Worker's Compensation insurance as required by the laws of the State of California.
- 11.2 Consultant shall require each of its subcontractors to maintain insurance coverage that meets all of the requirements of this Agreement.
- 11.3 The policy or policies required by this Agreement shall be issued by an insurer admitted in the State of California and with a rating of at least A:VII in the latest edition of Best's Insurance Guide.
- 11.4 Consultant agrees that if it does not keep the aforesaid insurance in full force and effect, City may either (i) immediately terminate this Agreement; or (ii) take out the necessary insurance and pay the premium thereon at Consultant's expense.
- 11.5 At all times during the term of this Agreement, Consultant shall maintain on file with City's Risk Manager a certificate or certificates of insurance showing that the aforesaid policies are in effect in the required amounts and naming the City and its officers, employees, agents and volunteers as additional insureds. Consultant shall, prior to commencement of work under this Agreement, file with City's Risk Manager such certificate(s).
- 11.6 Consultant shall provide proof that policies of insurance required herein expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages.
- 11.7 The general liability and automobile policies of insurance required by this Agreement shall contain an endorsement naming City and its officers, employees, agents and volunteers as additional insureds. All of the policies required under

this Agreement shall contain an endorsement providing that the policies cannot be canceled or reduced except on thirty days' prior written notice to City. Consultant agrees to require its insurer to modify the certificates of insurance to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, and to delete the word "endeavor" with regard to any notice provisions.

- 11.8 The insurance provided by Consultant shall be primary to any coverage available to City. Any insurance or self-insurance maintained by City and/or its officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.
- 11.9 All insurance coverage provided pursuant to this Agreement shall not prohibit Consultant, and Consultant's employees, agents or subcontractors, from waiving the right of subrogation prior to a loss. Consultant hereby waives all rights of subrogation against the City.
- 11.10 Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of City, Consultant shall either reduce or eliminate the deductibles or self-insured retentions with respect to City, or Consultant shall procure a bond in the amount of the deductible or self-insured retention to guarantee payment of losses and expenses.
- 11.11 Procurement of insurance by Consultant shall not be construed as a limitation of Consultant's liability or as full performance of Consultant's duties to indemnify, hold harmless and defend under Section 10 of this Agreement.

12. MUTUAL COOPERATION

- 12.1 City shall provide Consultant with all pertinent data, documents and other requested information as is reasonably available for the proper performance of Consultant's services under this Agreement.
- 12.2 In the event any claim or action is brought against City relating to Consultant's performance in connection with this Agreement, Consultant shall render any reasonable assistance that City may require in the defense of that claim or action.

13. RECORDS AND INSPECTIONS

Consultant shall maintain full and accurate records with respect to all matters covered under this Agreement for a period of three years after the expiration or termination of this Agreement. City shall have the right to access and examine such records, without charge, during normal business hours. City shall further have the right to audit such records, to make transcripts therefrom and to inspect all program data, documents, proceedings, and activities.

14. PERMITS AND APPROVALS

Consultant shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary for Consultant's performance of this Agreement. This includes, but shall not be limited to, professional licenses, encroachment permits and building and safety permits and inspections.

15. NOTICES

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (i) the day of delivery if delivered by hand, facsimile or overnight courier service during Consultant's and City's regular business hours; or (ii) on the third business day following deposit in the United States mail if delivered by mail, postage prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

If to City:

Wilfred Wong
Community Development Director
1225 Lincoln Way
Auburn CA 95603
Telephone: (530) 823-4211 x133
Facsimile: (530) 885-5508

If to Consultant:

Carol Stuart or Robin Graham
7865 Mount Vernon Road
Auburn, CA 95603
Telephone: (916) 261-8197
Facsimile: 530-888-7579

With courtesy copy to:

Michael G. Colantuono, Esq.
Auburn City Attorney
Colantuono & Levin, P.C.
11406 Pleasant Valley Road
Penn Valley, CA 95946-9024
Telephone: (530) 432-7359
Facsimile: (530) 432-7356

16. SURVIVING COVENANTS

The parties agree that the covenants contained in Section 9, Section 10, Paragraph 12.2 and Section 13 of this Agreement shall survive the expiration or termination of this Agreement.

17. TERMINATION

17.1. City shall have the right to terminate this Agreement for any reason on five calendar days' written notice to Consultant. Consultant shall have the right to terminate this Agreement for any reason on thirty calendar days' written notice to City. Consultant agrees to cease all work under this Agreement on or before the

effective date of any notice of termination. All City data, documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.

- 17.2 If City terminates this Agreement due to no fault or failure of performance by Consultant, then Consultant shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the services required by this Agreement.

18. GENERAL PROVISIONS

- 18.1 Consultant shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Consultant.
- 18.2 In the performance of this Agreement, Consultant shall not discriminate against any employee, subcontractor, or applicant for employment because of race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental disability, medical condition or any other unlawful basis.
- 18.3 The captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the section or paragraph thereof, as the case may be, and not such heading, shall control and govern in the construction of this Agreement. Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).
- 18.4 The waiver by City or Consultant of any breach of any term, covenant or condition herein contained shall not be deemed to be a waiver of such term, covenant or condition or of any subsequent breach of the same or any other term, covenant or condition herein contained. No term, covenant or condition of this Agreement shall be deemed to have been waived by City or Consultant unless in writing.
- 18.5 Consultant shall not be liable for any failure to perform if Consultant presents acceptable evidence, in City's sole judgment, that such failure was due to causes beyond the control and without the fault or negligence of Consultant.
- 18.6 Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition

to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance of the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any of all of such other rights, powers or remedies. In the event legal action shall be necessary to enforce any term, covenant or condition herein contained, the party prevailing in such action, whether reduced to judgment or not, shall be entitled to its reasonable court costs, including accountants' fees, if any, and attorneys' fees expended in such action. The venue for any litigation shall be Placer County, California and Consultant hereby consents to jurisdiction in Placer County for purposes of resolving any dispute or enforcing any obligation arising under this Agreement.

- 18.7 If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to, the extent necessary to cure such invalidity or unenforceability, and in its amended form shall be enforceable. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.
- 18.8 This Agreement shall be governed and construed in accordance with the laws of the State of California.
- 18.9 All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Consultant with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed by City and Consultant.

TO EFFECTUATE THIS AGREEMENT, the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

"City"
City of Auburn

"Consultant"
Stuart & Graham

By _____
Wilfred Wong, Community Development Dir.

By Carol Stuart
Carol Stuart, Principal

Date: _____

Date: 4-8-09

Attest:

By _____
Deputy City Clerk

Date: _____

Approved as to form:

By _____
Michael G. Colantuono, City Attorney

Date: _____

EXHIBIT A

Proposal to the City of Auburn Affordable Housing Consulting Services

Stuart and Graham proposes to provide affordable housing consulting services to the City of Auburn for the purpose of carrying out the policies and programs identified in the Housing Element and Redevelopment Implementation Plan Housing Component. The proposed consulting services will be provided on an as needed basis and the scope of work may include but is not limited to the following activities:

1. Identification and preparation of applications for state and federal funding sources for housing programs and projects, such as Low Income Housing Tax Credits, Tax Exempt Bonds, State Multifamily Housing Program, and State Administered HOME and Community Development Block Grant Programs, etc.
2. Assist City staff with expanding affordable housing opportunities for both rental and purchase housing; including development of program guidelines, affordability covenants, program implementation, staff training, review and approval of participant eligibility documentation and annual monitoring activities.
3. Assist City staff with reviewing gap financing needs for affordable housing projects.
4. Annual compliance monitoring of affordable housing projects.
5. Completion of reports and other documentation required in connection with state and federal loans and grants awarded to the City.
6. Other activities as determined by staff necessary in carrying out the City's affordable housing objectives.

Hourly Rate:

Stuart and Graham will provide affordable housing consulting services as outlined above at an hourly rate not to exceed \$90 per hour.

Work Schedule:

Stuart and Graham has time set aside to assist the City of Auburn staff in carrying out affordable housing programs and projects. Individual activities will be assigned by City staff on an as needed basis. At the time an activity is assigned and accepted, a completion schedule for the individual activity will be identified and agreed upon.

Payment:

Invoices will be submitted monthly for work performed and reimbursable expenses incurred during the preceding period. Payment is due within 30 days of receipt of the invoice.

Payments on invoiced amounts shall be made to:

Carol Stuart or Robin Graham
7865 Mount Vernon Road
Auburn, CA 95603

Experience and Qualifications:

Carol Stuart and Robin Graham formed Stuart & Graham in 2003 to provide housing and redevelopment consulting services to government agencies. Our goal is to provide individualized services and maintain a focus on assisting smaller agencies with developing housing policy, implementation and administration of housing and redevelopment programs, drafting planning documents and/or conducting special studies.

We have been working together as a team since 1995 on numerous projects and programs for the City of Roseville. Since formation of Stuart & Graham in 2003, we have completed contracts for the City of Roseville, City of Folsom, City of Yuba City, and City of Auburn, including projects such as Housing Elements, Consolidated Plans, Redevelopment Implementation Plans, Housing Element and Redevelopment Implementation Plan reviews and HOME Long-Term Compliance Monitoring.

Carol Stuart

Carol has over 26 years of housing and redevelopment experience. As Economic and Community Services Manager for the City of Roseville, Carol's experience includes developing, implementing, and day-to-day management of housing and redevelopment programs and projects.

Carol's experience includes managing the City of Roseville's 10% Affordable Housing Goal, Section 8 Rental Assistance Program, Family Self Sufficiency Program, Housing Rehabilitation Program and First Time Home Buyer Program; and, managing numerous redevelopment programs and projects, among those programs, the Commercial Loan Program, Façade Grant Program, Vernon Streetscape Project, Roseville Theater and Tower Theater renovation projects.

Carol also has extensive experience obtaining and administering Federal and State grant funds for the affordable housing programs, including the Community Development Block Grant Program, Section 8 Rental Assistance, State HOME Program, and State Federal Emergency Shelter Grant.

Carol has worked with several affordable housing developers assisting developers with meeting affordable housing obligations utilizing Federal and State Low Income Housing Tax Credits, Tax Exempt Bond Financing, Community Development Block Grant funds and local programs including deferred fees, density bonuses, in lieu fees and the Redevelopment Low and Moderate Housing Set Aside funds.

Robin Graham

Robin has over 16 years housing, redevelopment, and real estate experience. Robin's experience includes researching and drafting of numerous housing and redevelopment planning documents and reports including Housing Elements for the City of Roseville, City of Auburn and City of Yuba City. She has prepared numerous Redevelopment Implementation Plan Updates and Reviews for the City of Roseville over the past 10 years, prepared grant applications, conducted preliminary economic and financial feasibility analyses for Roseville's proposed second redevelopment area and Roseville's most recent redevelopment flood plan area, evaluated parking conditions in Central Roseville, conducted the financial feasibility analyses for the installation of backflow preventer units in Central Roseville, and researched data and developed the Central Roseville Baseline Study database.

Robin's work has required extensive data collection and research for the numerous reports and documents that she has written. She has extensive knowledge of various data resources and can effectively analyze and consolidate the data for use in the appropriate documents.

Robin has comprehensive experience with homeless issues and served as staff to the City of Roseville's Homeless Forum, a two-year interest based negotiation process to allow local and regional stakeholders the opportunity to evaluate possible solutions to homelessness in Roseville and the surrounding area. In addition to the Homeless Forum, Robin developed and oversaw the process to be used for the City of Roseville's 1997 Continuum of Care application.

Robin's housing and redevelopment experience has also required her to become familiar with community outreach efforts, public noticing and the environmental review process.